

# U.S. Senator Michael Bennet Academy Nominations Application Process **READ ME FIRST**

*Please read this carefully. You will be asked to confirm that you have read these instructions when you register at our application portal.*

On behalf of Senator Michael Bennet, congratulations on your decision to apply for a nomination to attend one of the nation's outstanding service academies.

Each year hundreds of exceptional young men and women from around Colorado apply for a nomination to the Air Force Academy, West Point, Annapolis, and/or the Merchant Marine Academy. The Coast Guard Academy does not use congressional nominations as part of their application process.

There are TWO parts involved in getting admitted to an academy. You must receive a nomination AND you must apply directly to, and be accepted by, the academy itself of interest. If you were to, for example, apply to Senator Bennet for a nomination to West Point, but you never contacted the admissions office at West Point, you would not be appointed, even if you got a nomination. **You must complete BOTH the application to our office AND to the academies of interest.**

These instructions will guide you through sign up and final submission on our Application Web Portal for a nominations. Our application is NOT an application to the Service Academies. You must do that separately.

**Getting started early will ensure you have all documents submitted before our October 2<sup>nd</sup> 2017 deadline.**

Once registered on our portal, you will be able to submit information, upload documents, and edit your application before submitting your final application. It is ultimately your responsibility to ensure that you submit a full and correct application by the deadline of October 2<sup>nd</sup>, 2017.

Please read these following instructions carefully!

The direct link to the on-line application is found on the last page of this document

***Alisha Andrews***

Academy Nominations Coordinator

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## U.S. Senator Bennet's Nominations Application How To's:

- The on-line application consists of two parts:
  1. A Questionnaire, where you will answer questions.
  2. A Checklist that tells you what documents you need to submit and instructs you how to upload those documents.
- ALL uploaded documents must be in pdf format. Non-pdf documents cannot be accepted. Please Do NOT upload your letters in tiff, bmp, or *any* other format – only pdf! If this requirement prohibits you from applying *please give us a call, and we will work with you.*

### Picture:

Please submit a photo of yourself in pdf format. Do NOT submit photos that are part of Word documents or in any other formats.

### Please Submit 3 Letters of Recommendation:

As your letters of recommendation need to come from outside sources, you should begin working immediately with those who will be supporting you. We have found that the letters often seem to be the very last item applicants wait on before final submission.

- One letter of the three must come from a teacher, counselor, or principal. It does *not* have to be a teacher, counselor, or principal you have right now – it can be someone from a previous school year,
- Your letters of recommendation MUST have signatures of the recommender, not their typed name.
- Please have your writer put the recommendation on *the letterhead of their organization*. Note: There may be some individuals, such as retired teachers or coaches, who are sending letters on personal letterhead. That is fine.
- Please provide your letter writers with the guidance page attached to the end of these instructions. This will help them craft the best possible letter of support.
- Our application includes a place to provide the name and relationship of each of your letter writers. If you receive more than three letters, only upload your top three to your online application. We will only consider three letters.
- Letter writers should provide you the letter to upload with your application. (See instructions on letter of recommendation page for further details).

### Uploading of files:

- You MUST ensure that each required document is individually uploaded to the proper location on our web portal:
  - One Photo
  - Three letters of recommendation
    - You must upload each letter *separately*; please don't scan all three letters into a single pdf.
  - You are NOT required to upload a copy of your ACT/SAT scores; you simply report your scores in the appropriate place.
  - You are NOT required to provide a transcript.
- 2. Naming of uploaded documents:
  - Please use the following naming system for all documents:
    - Picture: Smith, Jane Picture
    - Letters of Recommendation (LORs): Your name LOR Name of Writer

*Example:* Bill Jones writing a letter recommending Jane Smith would be named: Smith, Jane LOR Jones, Bill

- **Communicating with our Office:**

Please be sure to put your full name and home city on all emails or letters you send to our office. Please be sure to give us contact emails that will be good until the end of the year, when decisions are made and we need to contact you.

- **Interviews:**

1. Those selected for interviews will be notified by email sometime after October 16<sup>th</sup>, 2017.
2. Please make sure that on the application you provide us with an email address that you check regularly.
3. Our office will notify you by email about interview time, and cities.

**Service Academy Nominations Letter of Recommendation**

**US Senator Michael F. Bennet**

*Please provide a copy of this instruction page to each of your letter writers.*

**Applicant:** \_\_\_\_\_ **DATE DUE:** \_\_\_\_\_

**Guidance to Letter Writers:**

Thank you for helping Senator Bennet select candidates to be our nation’s future military leaders. Your input on behalf of an applicant is a vital part of the selection process. As there are hundreds of academy nomination applicants each year, it is important that your letters be as effective as possible.

- To be the most helpful, please focus on the character and leadership characteristics of the young person you are writing about.
- It is best to avoid simply listing the young person’s achievements, as those activities will be documented elsewhere in the application.
- The strongest letters of recommendation help Senator Bennet understand why this person would be an exceptional military officer and leader.
- It is very important that the letters be both on the appropriate letterhead, and include your signature. If you do not currently have letterhead (e.g., retired) please indicate that in your letter.

**How to get the Letter to us:**

- **Give to the Applicant:** It is acceptable to give your letter to the applicant to submit with their application. Your letter does not need to be sealed and sent directly from you, to our office.

If you have any questions about our process or your letter, please feel free to contact me.

Kind Regards,

*Alisha Andrews*

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**PS: DON’T FORGET TO SIGN YOUR LETTER OF RECOMMENDATION!**

Click [HERE](#) to connect with the on-line nomination form

If link does not work, go to:

<https://oampublic.senate.gov/constituent/login/b01a1e55-cafe-42d7-a04e-4433dfcb1584>

